

**The Department of Social Services
Job Opportunity**

Health Program Supervisor

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: December 8, 2006

Closing Date: December 22, 2006

The Department of Social Services is presently accepting applications for one (1) Health Program Supervisor position within The Alternate Care Unit located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Health Program Supervisor
Position No. 32995

Bargaining Unit: New England Health Care (P-1)

Salary Range: \$71,030.00 - \$95,303.00 (FP – 28)

Work Week: 40 Hours Per Week

Location: 25 Sigourney Street, Hartford, CT

DUTIES/RESPONSIBILITIES:

This position will be responsible for supervising the administrative functions of the unit, which consists of a total of nine (9) professional staff. Responsibilities include supervising the financial eligibility for the Connecticut Home Care Program, provider relations, billing rejections, and data entry and systems development. Knowledge of EMS and MMIS will be required in this position.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing pattern of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and incidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; considerable knowledge of state and community organizations and programs involved in field of public health; knowledge of research and design methodologies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze, evaluate and interpret data; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years professional experience in a health organization.

Special Experience: One (1) year of the General Experience must have been in health care program administration, a health systems agency or other health care organization involving grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at the level of Health Program Associate.

Note: A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

Health Program Supervisor
Page 2

Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
- 2) A Master's Degree in health education, hospital administration, public administration or public health may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

Note: Applications will be accepted from candidates who have taken the Health Program Supervisor Examination No. 062120 and have received a passing score or state employees who have attained permanent status in the class. This position may be filled by candidates from mandatory Re-employment and SEBAC Lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should complete an “**original**” State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources' Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (PLD-1) to:

Maria Taylor, HR Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE DECEMBER 22, 2006 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer